

**WESTCHESTER BUSINESS IMPROVEMENT ASSOCIATION /  
WESTCHESTER TOWN CENTER BID  
BOARD OF DIRECTORS**

**MEETING MINUTES**

**Thursday, January 21, 2016  
Meeting Location: Conference Room  
8929 S. Sepulveda Boulevard #130  
Westchester, CA 90045**

***In attendance: Board Members –Davis, Dial, Lemmon, Lock , Payne, Ruhlen, Saab  
Staff – Duckworth***

***Guest: Stephanie Davis, Venessa Gopaul, Cynthia Rogers, Less Watt, Edgar Saenz,  
Mason Shyan***

***Meeting called to order at 10:15 AM by Acting President John Ruhlen.***

1. CALL TO ORDER – Karen Dial, President 10:00 AM

2. PUBLIC COMMENTS This opportunity is reserved for any public comments to the Board pursuant to the Brown Act with the understanding that no action may be taken, nor discussion conducted on un-agendized subjects. It is the Board's policy that persons in the audience may address the Board in connection with any particular agenda item during the public comment period. As provided by the Brown Act, each individual's speaking time shall be limited to three minutes. Anyone desiring to speak during the public comment period must complete a speaker card and submit it to the Chair prior to the start of the meeting.

A. Comments from LAPD SLO

3. APPROVAL OF MINUTES – November 19, 2015

***After discssion, Motion Davis; 2<sup>nd</sup> Lemmon: "The WBIA Board of Directors hereby approves the Minutes for November 19, 2015 as presented." Unanimously approved.***

4. FINANCIAL REPORT – Through December 31, 2015

***After discssion, Motion Davis; 2<sup>nd</sup> Lemmon: "The WBIA Board of Directors hereby approves the Financial Report through December 31, 2015." Unanimously approved.***

5. BUSINESS ITEMS

A. Presentation / Discussion of Sidewalk Condition Assessment  
- Venessa Gopaul, Precision Concrete Cutting

*Ms. Venessa Gopaul representing Precision Concrete Cutting presented a summary of the firm's December 2015 assessment of Westchester BID area sidewalks. The report identified 31 sections of sidewalk that needed to be replaced and \$18,114 in recommended repairs through precise concrete cutting. Ms. Gopaul answered questions from the Board who thanked her for the thoroughly documented work product.*

*Executive Director Duckworth told the Board that he would attempt to communicate with LAWA about hazards on their property. He recommended that the Board not take any action on the PCC report at this time pending a review of last year's financial balances which would be available to fund the work. That review should take place at the next WBIA Board Meeting.*

B. Presentation / Discussion / Approval re Possible Farmer's Market in Westchester BID Area (Addition to Existing Wednesday Market)

- This is a follow-up to the WBIA's concept approval of November 19, 2015
- Westchester Vitalization Corporation, a community non-profit organization, will present a concept for a jointly sponsored weekend Farmer's Market. Additional feasibility analysis needs to be completed and is being recommended.
- John Ruhlen / Les Watt / Cynthia Rogers, Market Manager

*In follow up WBIA's expression of interest in exploring the concept of a Westchester Town Center Farmers' Market a group representing the Westchester Vitalization Corporation appeared to present a refined discussion of that possibility. The group included, Les Watt (President), Edgar Saenz, Mason Shyan, and Cynthia Rogers (Market Manager). Ms. Rogers presented a report describing more fully the details of a community partnership to provide a farmers' market in the triangle area. Her report described Westchester Vitalization Corporation's responsibilities, WTC BID responsibilities, startup phase, action items, and ongoing operational work items. The report also had some financial estimates. Rogers answered extensive questions from Board Members about the farmers market concept.*

*WBIA expressed a clear preference for a Sunday market extending until 2 or 3 PM.*

*After discussion, Motion Payne; 2<sup>nd</sup> Lemmon: "The WBIA Board of Directors hereby authorizes the expenditure of \$1,200 for a first month of expanded feasibility analysis by Market Manager Rogers and Executive Director Duckworth."*

*Board Member Lemmon requested that a Council Office contribution of \$5,000 and fee waivers be sought should the Westchester Town Center BID attempt to produce a farmers' market. She also suggested a contribution from the Neighborhood Council be sought.*

C. Concept Discussion – How would the WBIA Board feel about adding an autonomous, independently financed, self sustaining, new zone for BID services in the Manchester / Lincoln area of Westchester? See attached maps.

*Executive Director Duckworth reviewed the history of the Lincoln Village BID Formation Project. Recently, a new, less redundant and less costly alternative to forming the Lincoln Village BID as a separate entity, has been identified. That alternative would be to have that area incorporated as an autonomous zone within the Westchester Town Center BID.*

*Board Member Payne was assured that such an effort would not constrain or dilute existing WBIA property owner votes or services. Services provided to the Lincoln Village area would be paid for from assessments parcels in that area only.*

*By consensus WBIA was supportive of considering the concept Duckworth had outlined.*

6. REPORT FROM EXECUTIVE DIRECTOR
7. BOARD MEMBER COMMENTS
8. NEXT MEETING – February 18, 2016

9. ADJOURNMENT

12:00 PM

*Meeting adjourned at 11:55 AM*

APPROVED: \_\_\_\_\_  
DATE: \_\_\_\_\_  
Sep. 22, 2016  
